



Duty Statement

Organization	Name
CNRA/External Affairs	Vacant
Position Number	Effective Date
534-001-4800-904	TBD
Classification Title	Working Title
Staff Services Manager I (Specialist)	Manager of Geographic Names
CBID	Supervisor
E48	Deputy Director for Tribal Nature-Based Solutions

Position Description

Under the general direction of the Deputy Director for Tribal Nature-Based Solutions, the Staff Services Manager I (Specialist) will function as the Manager of Geographic Names (Manager). The Manager will support the California Natural Resources Agency (Agency) and the California Advisory Committee on Geographic Names (CACGN) developing a process to identify and mitigate the use of derogatory and offensive names, work closely with public agencies including local, county, state, and federal agencies, and consult with California Native American tribes on identifying replacement names. This position will staff CACGN to manage the Committee's case load, and research, identify, and implement key policies in the review of requests for name changes of geographic features and places, including derogatory and offensive names, in California, consistent with CACGN's charter and mission.

Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule.

Essential Job Functions

40% * Manage CACGN case load and support the Committee's review of replacement names. *Review of public agency and public requests for renaming geographic features and places, analyze current and proposed names, meaningful tribal consultations, outreach to local and county government, scheduling Committee meetings, preparing agendas, presenting staff research and recommendations to the Committee, and transmitting decisions to the U.S. Board on Geographic Names and other public agencies.

- 35% * Develop, manage, and implement processes to be used in the implementation of AB 2022 (Ramos, 2022), Chapter 479 of 2022 Statutes. *This will include developing a process to mitigate offensive and derogatory names identified and received from public agencies, California Native American tribes, and the public, a process to consult with California Native American tribes and coordinate with county and local governments and engage with the public on identifying replacement names, and a process for CACGN to review replacement name requests. *Review, identify, and implement key policies to address derogatory and offensive names in California. *Conduct and support early, often, and meaningful government-to-government tribal consultations, public workshops, inter-tribal roundtable sessions to ensure the processes, policies, and programs are informed through meaningful tribal consultation, coordination with public agencies, and engagement with the public.
- 15% * Review, update, and maintain CACGN governing documents, website, internal files, technical assistance, and informational items on a regular basis. *Ensure compliance with the law, Administration's policy, and U.S. Board on Geographic Names regulations and policies.
- 5% * Manage and process contracts, including payments and billing support documentation. *Oversight and correspondence with contractors. *Prepare and update project status tracking system and respond to audit inquiries.
- 5% *Participate in training programs and serve as an Agency representative on committees and at public meetings. *Support Deputy Director and Assistant Secretary for Tribal Affairs on Agency tribal affairs and CACGN policy work. Performs other job-related duties as required and ad-hoc tasks as needed.
- Travel estimated 10% or 34 days per year and may include overnight stays.

- **Desirable Qualifications:**

- Ability to interpret and assist in the development of program policy.
- Have basic knowledge of Excel, Access, Word, Outlook.
- Have experience in tribal affairs and working directly with California Native American tribes, or willingness to learn.
- Have experience with Geographic Information Systems.
- Have experience conducting and presenting historical research.
- Valid California Driver's License

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***



Duty Statement

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee

Signature: _____ Date: _____

Print Name: _____

Supervisor

Signature: _____ Date: _____

Print Name: _____